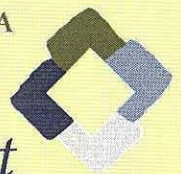


**City of Chula Vista
Homeless Prevention & Rapid
Re-Housing Program (HPRP)
Second Substantial Amendment
to the
2008/2009 Annual Action Plan**

Prepared by:

CITY OF CHULA VISTA

*Redevelopment
& Housing*



Contact Person: Jose Dorado, Project Coordinator
276 Fourth Avenue, Chula Vista, CA 91910
Telephone: (619) 476-5375
Facsimile: (619) 585-5698
www.ci.chula-vista.ca.us

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)
HUD-40119**

A. General Information

Grantee Name	City of Chula Vista
Name of Entity or Department Administering Funds	City of Chula Vista Redevelopment and Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Jose Dorado
Title	Project Coordinator II
Address Line 1	276 4 th Avenue
Address Line 2	
City, State, Zip Code	Chula Vista, CA 91910
Telephone	619-476-5375
Fax	619-585-5698
Email Address	jdorado@ci.chula-vista.ca.us
Authorized Official (if different from Contact Person)	James D. Sandoval
Title	City Manager
Address Line 1	276 4 th Avenue
Address Line 2	
City, State, Zip Code	Chula Vista, CA 91910
Telephone	619-691-5031
Fax	619-409-5844
Email Address	jsandoval@ci.chula-vista.ca.us
Web Address where this Form is Posted	http://www.chulavistaca.gov/City_Services/Development_Services/RedevHousing/Housing/default.asp
Amount Grantee is Eligible to Receive*	\$ 819,738
Amount Grantee is Requesting	\$ 819,738

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: Consistent with our Citizen Participation Plan, City of Chula is undertaking several activities to provide reasonable notice and an opportunity to comment on this proposed substantial amendment to the 2008/2009 Action Plan. In preparation of the substantial amendment, the City attended, facilitated, and/or held several meetings (described below). With the input and comments received, the substantial amendment in draft form, will be posted on the City's website and a notice published in Star News to start the 12-day public comment period.

Date	Meeting
2/26	Homeless Prevention Funds Planning Group
3/12	Homeless Prevention Funds Planning Group
3/23	Stimulus Funding Workshop
3/23	Stimulus Funding Workshop
3/26	Homeless Prevention Funds Planning Group
3/26	SANDAG- Homeless Prevention Funds Regional Plan
4/2	Homeless Prevention Funds Planning Group
4/6	South Bay Homeless Advocacy Coalition
4/13	Homeless Prevention Funds Planning Group
4/16	Housing Advisory Commission
04/20	Public Notice of Review Period and Notice of Public Hearing
04/24 – 05/06	Public Review Period
05/05	City Council Public Hearing

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☒ Grantee did not receive public comments.
☐ Grantee received and accepted all public comments.
☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: No public comments were received.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☐ Competitive Process

☐ Formula Allocation

☒ Other (Specify: Subgrant to the Continuum of Care lead agency for the south bay region, South Bay Community Services (SBCS) and the lead agency/ies for Service Point, the regional Homeless Management Information System (HMIS).

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Chula Vista intends to subgrant HPRP funds to outside agencies to deliver services under this program. : South Bay Community Services will be responsible for overseeing service delivery and providing direct financial housing assistance. The lead agency/ies as determined by the Regional Continuum of Care for HMIS will be responsible for the data collection/analysis component. SBCS is an active member of the Regional Continuum of Care (CoC) and familiar with the community, as the CoC lead agency for the south bay region. Once the grant agreement is signed with HUD, the City will enter into agreements with the outside agencies. The City has already been engaged in several planning and coordination meetings (see B.1 above) to ensure the program will be implemented shortly after the grant agreement is signed by HUD and the City. Once the substantial amendment is submitted to HUD, the City will coordinate subgrantee responsibilities and reporting requirements in compliance with the ARRA and HPRP.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: As described in #2 above, the City will enter into agreements for the activities described in C.2 above. The City will encourage SBCS to enter into Memorandums of Understandings with collaborating agencies to better identify available resources and responsibilities. In addition, the City, is considering collaborating with other San Diego area agencies receiving HPRP assistance with the HMIS data collection

and evaluation services with the Service Point lead agency/ies to encourage a regional approach and avoid duplication of effort.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The City's Housing division will administer the HPRP program, overseeing and monitoring the use of funds by outside agencies. Program planning was initiated in March and staff will continue coordinating activities over the next several months so that implementation of program activities may begin as soon as possible after execution of the grant agreement with HUD, which is anticipated in September. Planning will include reviewing local and national homeless prevention and rapid re-housing strategies and models, and consistency with CoC prevention strategies and federal requirements. In consultation with the subrecipients receiving HPRP funds, the CoC and the South Bay Homeless Advocacy Coalition, City staff will help develop the initial screening and intake process and forms, outreach plan, referral processes, and program timeliness and benchmarks consistent with HPRP requirements and performance outcomes. The staff lead will ensure timely submission of quarterly and annual reports, monitor and evaluate HMIS data, provide program technical assistance and compliance with HPRP implementing regulations, the ARRA, and other federal regulations. The staff lead will also continue to receive updated information using HUD's HRE website, available HUD trainings and web casts and information from National Council to End Homelessness.

The staff lead will closely monitor the subrecipients to ensure that services are being provided effectively and efficiently. The staff lead will directly monitor compliance with all the four eligible activities, and confer with the Housing Manager and finance staff on administrative activities. The lead staff will closely monitor HUD timelines to meet expenditure and programmatic requirements and will confer with other staff as appropriate to ensure program success. In addition, lead staff will monitor the subrecipient agreements scope of work including reviewing performance measurements and outcomes consistent with HPRP and ARRA program regulations.

The lead staff, prior to commencement of program activities, may provide subrecipient training session(s) as needed during implementation of HPRP activities. As soon as the grant agreement with HUD is executed, which is anticipated in September 2009, the staff lead will provide on going guidance as need to implement the program.

There is a regional effort to work with the HMIS lead agency/ies for the local region. Program delivery staff will enter the data into HMIS, which will provide timely access to data for reporting and evaluation. Staff from the City SBCS and HMIS will work closely to ensure accuracy of data needed to meet the HPRP reporting requirements and will continue to do so during the HPRP grant period.

The Housing Manager will meet on a regular basis with the team to oversee and monitor administration of these funds, program implementation, program evaluation and performance, and compliance with federal requirements. The City will have internal controls in place to separately track and report on funds and activities per HPRP and federal requirements. RH staff lead and subrecipients shall follow a Code of Ethics to ensure program funds are spent on eligible activities and Conflict of Interest is avoided.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: SBCS will provide/coordinate financial assistance, housing relocation and stabilization services. They will have offices at their main location in Chula Vista, as well as the local Health and Human Services office. The HHSA office is located near public transit and clients are able to access other social services. The SBCS case manager will collaborate with local agencies that serve similar populations.

Staff will coordinate with other agencies receiving ARRA funds to become knowledgeable of assistance and eligibility requirements, and to develop a referral process that may assist HPRP program participants obtain the appropriate supportive services to assist them in achieving and maintaining housing stability. Coordination with other services funded by ARRA are detailed below:

A. U.S. Department of Education-Chula Vista Elementary School District- The Chula Vista Community Collaborative (CCVC) manages 4 family resource centers that will be refer clients to the lead agency.

B. Department of Labor- The case manager will work together with the job coaches located at the South Bay Career Center.

C. Department of Homeland Security- The case manager will refer clients to access rental assistance programs offered by the office of Federal Emergency Management Agency.

D. Health and Human Services- The case manager will work together with HHSA to determine eligibility for social services.

As more information becomes available regarding the use of these funds locally, staff will continue its efforts to determine whether participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: Collaboration began with several regional meetings, including the CoC, sponsored by San Diego Grantmakers in March and into April (described in B.1 above). All direct entitlement grantees were provided an overview of the HPRP notice, provided a venue for questions and answers, and discussed the options for administering the program. Staff will continue to attend coordination meetings with the other jurisdictions on strategies for an effective program. Coordination will include planning and process for coordinating existing prevention and rapid re-housing activities that are implemented in the community.

The City, will also collaborate with its subrecipients who are active members of the CoC and South Bay Homeless Advocacy Coalition (SBHAC), a regional collaborative that meets regularly to address homelessness. City staff and the SBHAC have a long history of collaboration on homeless issues including the development of transitional housing and a tenant-based rental assistance program. Staff has also met with staff responsible for the San Diego PTECH to obtain feedback on the City's HPRP activities and recommended funding levels.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The City of Chula Vista 2005-2010 Consolidated Plan (Plan) identifies needs and strategies for assisting persons who are homeless or at risk of homelessness to achieve housing stability through mainstream resources. HPRP funds will be used to address these needs and help meet the current five-year strategies and objectives.

The Plan identifies the need to expand housing and provide stabilization and other case management services to help the homeless persons access and sustain housing. HPRP funds will be used to address these needs by providing financial assistance, and housing relocation and stabilization services for homeless persons, which may include: short and medium-term rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance. Case management services may provide housing relocation and resources. These services are consistent with the City's Consolidated Plan.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$478,325	\$75,000.00	\$553,325
Housing Relocation and Stabilization Services ²	\$159,441	\$25,000.00	\$184,441
Subtotal (add previous two rows)	\$637,766.00	\$100,000.00	\$737,766.00

Data Collection and Evaluation ³	\$40,986
Administration (up to 5% of allocation)	\$40,986
Total HPRP Amount Budgeted⁴	\$819,738

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

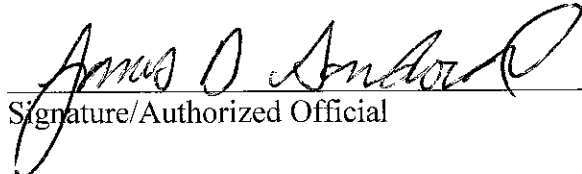
²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)



Signature/Authorized Official



Date

City Manager

Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official



Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

276 Fourth Avenue, Chula Vista, San Diego, CA, San Diego, CA 91910
1124 Bay Boulevard Suite, Chula Vista, San Diego, San Diego, CA, 91911

Check ___ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.


Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

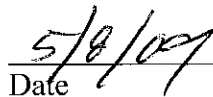
- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official



Date

City Manager
Title